

SUMMARY SUBCONTRACT REPORT

GENERAL INSTRUCTIONS

Contracting activities shall provide summary information on the amount of subcontracting activity reported by prime contractors and subcontractors on the SF 295, Summary Subcontract Report.

All dollars are reported in whole dollars, right justified, with leading zeros.

Reports are to be submitted once a year by December 31 for the previous fiscal year ending September 30th.

DEFINITIONS

Reporting Organization - The corporation, company, or subdivision for which subcontracting data are being reported.

Federal Fiscal Year - The Federal fiscal year is October 1 through September 30. Cumulative fiscal year dollars means the cumulative dollars reported on an SF 295 by the reporting organization for the Fiscal Year reported in Block 4 on the SF 295.

SPECIFIC REPORTING INSTRUCTIONS

ITEM 1: REPORTING AGENCY (Pre-filled)

ITEM 2: REPORTING PERIOD

Report the four (4) digits that identify the Federal fiscal year of the period for which the report covers and is submitted.

- Must be numeric.
- Cannot be greater than current year.

ITEM 3: TYPE OF PLAN

Report the applicable code.

- Report code A if this is a summary subcontract report that represents the reporting organization's subcontracting activity under an Individual Subcontracting Plan.
- Report code C if this is a summary subcontract report that represents the reporting organization's subcontracting activity under an approved Commercial Products Plan. See special instructions in Items 9 and 10 on reporting dollars for subcontracting activity under a Commercial Products Plan.

ITEM 4: TYPE OF REPORT

Report the applicable code.

- Report code 1 if this submission represents a regular subcontract report submitted by the reporting organization.
- Report code 2 if this submission represents the final report submitted by the reporting organization. Code 2 should be reported only if the reporting organization has indicated that it has completed all contracts containing subcontracting plans awarded by the agency to which it is reporting.
- Report code 3 if this submission represents a revision to a previously reported subcontract report.

ITEM 5: CONTRACTOR IDENTIFICATION NUMBER

- Report the nine digit DUNS number that identifies the contractor establishment receiving the award.

ITEM 6: REPORT SUBMITTED AS

Report whether the reporting organization is reporting as a Federal prime contractor, subcontractor, or both. Must be P, S, or B.

ITEM 7: CORPORATION, COMPANY, OR SUBDIVISION

Report the name and address of the reporting organization (corporation, company, or subdivision) for which the subcontract data are being submitted.

- Must not be blank.
- Must be left justified.
- Company Name 1 is mandatory.
- Company Name 2 and Company Name 3 may be blank.
- Address must be completed.
- City and State Abbreviation must be completed.
- First five digits of zip code must be completed and last four digits of zip code may be blank.

ITEM 8: MAJOR PRODUCT OR SERVICE LINES

Report the major product or service lines of the reporting organization as submitted in Block 9 on the SF 295. Only include one product or service per line. Do not report standard industrial classification (SIC) or product/service (PSC) codes.

- Product 1 is mandatory.
- Product 2 and Product 3 may be blank.

ITEM 9A: SUBCONTRACT AWARDS TO SMALL BUSINESS CONCERNS

Report the cumulative fiscal year dollars for subcontract awards to small business concerns (including subcontracts with small disadvantaged businesses and women-owned small businesses) made by the reporting organization as submitted in Block 10A on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in Item 8 on the SF 295.

- If completed, must be numeric, right justified, and zero filled.
- Number of actions may be blank.
- Dollars may be blank.

ITEM 9B: SUBCONTRACT AWARDS TO LARGE BUSINESS CONCERNS

Report the cumulative fiscal year dollars for subcontract awards to large business concerns made by the reporting organization as submitted in Block 10B on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in Item 8 on the SF 295.

- If completed, must be numeric, right justified, and zero filled.
- Number of actions may be blank.
- Dollars may be blank.

ITEM 9C: TOTAL SUBCONTRACT AWARDS

Report the sum of Items 9A and 9B.

- If completed, must be numeric, right justified, and zero filled.
- Number of actions may be blank.
- Dollars may be blank.
- Must equal the sum of Items 9A and 9B.

ITEM 10: SUBCONTRACT AWARDS TO SMALL DISADVANTAGED BUSINESS CONCERNS

Report the cumulative fiscal year dollars for subcontract awards to small disadvantaged business concerns (including women-owned small disadvantaged business concerns) made by the reporting organization as submitted in Block 11 on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in Item 8 on the SF 295. If applicable, include the reporting organization's subcontract awards to HBCU/MIs. This amount is a subset of Item 9A.

- If completed, must be numeric, right justified, and zero filled.
- Number of actions may be blank.
- Dollars may be blank.

ITEM 11: SUBCONTRACT AWARDS TO WOMEN-OWNED SMALL BUSINESS CONCERNS

Report the cumulative fiscal year dollars for subcontract awards to women-owned small business concerns (including women-owned small disadvantaged business concerns) made by the reporting organization as submitted in Block 12 on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in Item 8 on the SF 295. This amount is a subset of Item 9A.

- If completed, must be numeric, right justified, and zero filled.
- Number of actions may be blank.
- Dollars may be blank.

ITEM 12: RESERVED**ITEM 13: CONTRACTOR'S SUBCONTRACTING PLAN ADMINISTERING OFFICER'S NAME**

Report the name of the administering officer as provided by the reporting organization. Report the last name first. The administering officer is the reporting organization's official responsible for administering the subcontracting program. Must be completed and left justified.

ITEM 14: CONTRACTOR'S SUBCONTRACTING PLAN ADMINISTERING OFFICER'S TELEPHONE NUMBER

Report the area code and phone number of the administering officer as provided by the reporting organization. Do not include FTS or AUTOVON numbers. Must be completed.